



Disability Services Office

### **Online Scheduling for Testing**

1. Go to <http://centenaryuniversitydisabilityservicesoffice.setmore.com/> or through the link on the Disability Services Website.
2. Click okay to accept the booking policy for cancelling and rescheduling exams
3. Choose the length of the exam:
  - a. 1 hr. and 40-minute class with extended time
  - b. 3 hr. and 40-minute class with extended time
  - c. No extended time but other accommodations for 1 hr. and 40-minute test
  - d. No extended time but other accommodations for a 3 hr. and 40-minute test
  - e. Quiz 30 min.
  - f. Quiz 60 min.
4. Choose any of the listed exam options
5. Choose a date and time (this should be the time of the class unless there are extenuating circumstances).
  - i. If the time you choose is not available, then go back to step 4 and choose a different exam number. The system locks out dates/times three days in advance. Please email [dso@centenaryuniversity.edu](mailto:dso@centenaryuniversity.edu) if it is less than three days in advance.
6. At the sign in prompt, click skip log-in process
7. Then a screen will ask you for:
  - Name:
  - Phone Number:
  - Email: (Centenary email)
  - Address: This is an optional field that does NOT need to be completed
  - Comments (should include items such as what is listed below):
    - The exam needs to be broken up into two parts
    - Professor stated that open book/notebook is allowed



Disability Services Office

- Course Name:
  - Professor's name:
  - Accommodations: List all that you plan to use for the exam you are scheduling.
6. At the bottom of the page, it will ask you to agree to the cancellation policy.
    - a. Click the checkbox.
  7. On the next screen, you can review all of the information about your exam. If it is correct, select "Book My Appointment."
  8. The system will send you an email confirming your appointment and will also send an email to the Disability Services Office ([dso@centenaryuniversity.edu](mailto:dso@centenaryuniversity.edu)).
  9. At this time, a representative from the Disability Services Office will contact your professor to complete the process and confirm all details provided.